

RFP

**COMMUNITY RENEWAL TEAM
INVITATION TO BID**



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*CRT is an Affirmative Action/Equal Opportunity Employer;
Minority/Women’s business Enterprises are encouraged to apply.*

INVITATION TO BID

Beginning September 20, 2021, bid package and specifications for CRT Bid# 2021CleaningServices may be downloaded on the CRT web site: www.crtct.org Vendors **OR** from the CT State Department of Administrative Services contracting portal at <https://www.biznet.ct.gov>.

WALK-THROUGHS

A mandatory walk-through for contractors who have not participated in the cleaning RFP in the past, must attend in order to submit a proposal. Current contractors or contractors that participated in last year's walk-through and have already visited the sites do not need to attend.

Walk-throughs are *mandatory* and a representative from each contractor responding to this RFP MUST be present.

Walk-throughs are scheduled for the week of September 27th, one site per day with the exception of Thursday 9/30. Please refer to Walk-Through Schedule page 14.

SUBMISSION OF COST

Please submit a bid for each location for which you are submitting a proposal. **Use Section 4. Bid Pricing Grid Chart to submit your cost.**

DELIVERY

BY EMAIL: Proposals will be accepted by electronic mail to crt-bids@crtct.org, however no responsibility will be attached to any person or persons for the non-receipt of a proposal submitted by electronic mail due to spam, incorrect email address, or any other like circumstance. The proposal sent by email will have to be received by Friday, October 15, 2021 at 10:00a.m.

BY US POST MAIL OR HAND DELIVERY: Sealed proposals will be received at the Community Renewal Team, Inc., 555 Windsor Street, Hartford, CT 06120 until Friday, October 15, 2021 at 10a.m.

ADDITIONAL INFORMATION

QUESTIONS: Please direct all questions regarding this CRT Bid# 2021CleaningServices in writing to Jeanette Dunbar, Purchasing Manager at dunbarj@crtct.org

Bids must be addressed to:

Jeanette Dunbar
Purchasing Manager
Community Renewal Team, Inc.
555 Windsor Street, Hartford, CT 06120

Proposals must be clearly marked with the bid number and title on the exterior of the sealed envelope. Two hard copies of proposals must be included in the sealed envelope. No



responsibility shall be attached to any person or persons for the premature opening of proposals not properly marked.

Bids will be opened at **9:00 a.m. on Monday October 18, 2021** and results posted.

2. INTRODUCTION

2.1 ORGANIZATIONAL PURPOSE

CRT's overall purpose is to prepare communities to meet life's challenges. The Community Renewal Team Inc. was founded in 1963 an anti-poverty agency serving people and families throughout the Connecticut River Valley. Head Start, Meals on Wheels, supportive housing and shelter, and many other CRT programs give people the skills and the resources to become self-sufficient and to thrive. In 1999, the Community Renewal Team of Greater Hartford Inc. merged with Community Action for Greater Middlesex County to form the Community Renewal Team Inc. CRT now runs major programs in 75 Connecticut towns, including Meals on Wheels, Early Care & Education and energy assistance, nutrition, veteran, senior and youth services.

2.2 PROJECT PURPOSE

The Community Renewal Team is seeking bids from qualified contractors to provide cleaning services at five (5) of our sites.

2.3 INSTRUCTIONS TO THE BIDDER

- Sealed Bids or email submissions will be received at the Central Office of the Community Renewal Team (henceforth referred to as "CRT"), 555 Windsor Street, Hartford, CT or crt-bids@crtct.org, until Friday, October 15, 2021 at 10:00a..m. The bids will be opened on Friday, October 1,2021.
- Contract to start 11/01/2021 and be in effect for 2 years, with the option to extend if approved by both parties. (End date 10/31/23)
- Late bids will not be accepted – no exceptions.
- Submit the completed bid forms and any necessary attachments in a sealed opaque envelope clearly labeled with the name of the bidder, address, and the words "BID DOCUMENTS". Clearly mark your envelope with the bid number and bid title as to prevent opening of a sealed bid prior to the opening date.
- Each bid must be submitted on the prescribed form and all blank spaces for bid prices must be filled in ink or typewritten.
- Once bids are opened, the bid shall stand firm for ninety (90) days after the bid opening.
- Bidders are responsible for obtaining all addenda related to this Bid. Bidders are advised to check for any addenda a minimum of twenty-four hours in advance of the response deadline.



2.4 DOCUMENTS TO BE SUBMITTED

- Bid Pricing Grid (Attachment II)
- Completed Bid Form (Attachment VI)
- Name, address, phone number, and email address of firm/person(s) responsible for the project, if different from the Bid Form signatory
- Completed Customer Reference Form (Attachment V)
- Sample Certificate of Liability Insurance

If the bidder finds any omissions, discrepancies or errors in the specifications or other Contract Documents or should she/he be in doubt as to the meaning of the specifications or other Contract Documents, she/he should immediately notify Jeanette Dunbar, which may correct, amend or clarify such documents by a written interpretation or addendum. Jeanette Dunbar may be contacted at dunbarj@crtct.org. No oral interpretations shall be made to any bidder and no oral statement of CRT or its agents shall be effective to modify any of the provisions of the Contract Documents.

3. GENERAL CONDITIONS

3.1 BID PRICE

- Please submit a bid for each site for which you are interested in servicing. (Attachment III)

3.2 PROPOSAL COMPLIANCE

- CRT shall be the sole judge as to whether any and all bids comply with these specifications, and as such a decision shall be final and conclusive. Bidders shall state in their bid any exceptions taken to the Bid specifications.
- All terms and conditions of this bid will be incorporated into any subsequent contract between CRT and the bidder. If the bid and contract are found to be in conflict, these terms and conditions shall prevail.

3.3 RIGHT OF REJECTION

- This is not an offer to contract. Acceptance of a proposal neither commits CRT toward a contract to any bidder, even if all requirements stated in this bid are met, nor limits the right to negotiate in the best interest of CRT. CRT, in its sole and absolute discretion, reserves the right not to contract with any bidder for any reason.
- CRT also reserves the right, in its sole and absolute discretion, to accept or reject any and all bids in whole or in part, to waive any irregularity and/or informality in any bid and to request and receive additional information from any bidder when such acceptance, rejection, waiver or request as deemed by CRT to be in the best interest of CRT.
- The Department Head or designee may reject or accept any and all bids in whole or in part or to waive any informality in bids received if in their opinion, it is deemed in the best interest of the organization to do so.



3.4 METHOD OF AWARD - QUALIFIED BIDDER

- Bids will be awarded to the most responsible, responsive and qualified bidder as determined by CRT.
- CRT reserves the right to split the Bid Award if it is in the organization's best interest.
- The start date shall be a factor considered in awarding a Contract and may result in an award offered to a vendor other than the low bidder.
- Until a contract has been executed, no vendor can claim any contract rights by virtue of the receipt of the notice of acceptance of proposal alone. Awarding of the contract shall mean that a contract agreement has been executed by both the accepted vendor and CRT.
- In the event that there is a discrepancy between price written in words and in figures, the price written in words shall govern.

3.5 FAMILIARITY WITH LAWS, SITE CONDITIONS AND DOCUMENTS

Each bidder is required to be familiar with and to comply with the terms and conditions of the specifications and all other contract documents and with all Federal, State and Local Laws, Ordinances or Regulations which in any manner relate to the furnishing of the equipment, material or services in accordance with the Contract.

3.6 QUALIFICATIONS OF BIDDER

CRT may make such investigations as it deems necessary to determine the ability of the bidder to perform the work. The bidder shall furnish to CRT all such information necessary to complete this investigation as the organization may request. CRT reserves the right to reject any or all bidders if the evidence submitted by, or investigation of vendor fails to satisfy CRT that such bidder is qualified to carry out the obligations of the contract and to the work contemplated therein.

3.7 ERRORS, INTERPRETATIONS AND ADDENDA

All information given by CRT except by written addenda shall be informal and shall not be binding upon CRT nor shall it furnish a basis for legal action by any bidder against CRT.

3.8 TRADE NAMES OR SUBCONTRACTING

- Any and all reference to trade names, types, styles, models or catalogs are intended to be descriptive only and not restrictive unless item is noted "no substitute". The intention is to indicate to bidders the minimum requirements of type and quality of the articles and/or materials that will be satisfactory. Bids received on other makes or models will be considered unless item is noted "no substitute". The bidder is to clearly state in her/his bid exactly what she/he intends to furnish, and to furnish with her/his bid a cut or illustration or other descriptive matter which will clearly indicate and give specification as to the product she/he proposes to furnish.
- Where a bid is offered on an item other than the trade standard used in the specification, the item should be annotated on the bid form by referencing an addendum which states the i) make, ii) trade

name, and iii) model number. Samples are to be submitted, if requested, at the bidder's expense. It is understood that any substitutes which might be offered are guaranteed by the bidder to be of equal or better quality than is requested in the bid. It shall be further understood that during original, as well as subsequent shipments, spot checks will be performed to ensure that the items received are, in fact, the items offered in the bid. Should items/materials prove to be different in any way, the bidder agrees to pay for and accept the return of the items and agrees to supply the correct items (per bid specifications) at bidder's expense.

- The Contractor shall not subcontract the work under this project without written approval of the Chief Financial Officer (CFO) or his designee.

3.9 INDEMNIFICATION

The selected bidder shall at all times indemnify and hold harmless CRT and its officers, agents and employees on account of and from any and all claims, damages, losses, judgments, workers' compensation payments, litigation expenses and legal counsel fees arising out of injuries to persons (including death) or damage to property.

3.10 RIGHT OF THE OWNER TO TERMINATE CONTRACT

- Failure of a contractor to deliver within the time specified or to deliver within the time extended by CRT, and failure to make replacements of rejected articles when so requested, immediately or as directed by CRT shall constitute contract default.
- In the event of default or that any of the provisions of this Contract are violated by the Vendor, or by any of his Subcontractors, CRT may serve written notice upon the Vendor of their intention to terminate the Contract, such notices shall contain the reasons for such intention to terminate the Contract, and unless within five (5) days after the serving of such notice upon the Contractor, such violation or delay shall cease and satisfactory arrangement of correction be made, the Contract shall, upon expiration of said five (5) days, cease and terminate. In the event of any such termination, CRT shall immediately serve notice thereof upon the Vendor.
- If contract is terminated, CRT reserves the right to award bid to next lowest responsible bidder or purchase on the open market. In either event, the defaulting contractor (or his surety) shall be liable to CRT for cost to CRT in excess of the defaulted contract prices.

3.11 RISK OF LOSS

Bidders agree to bear all risk of loss; injury or destruction of goods and material ordered herein which occurs prior to acceptance. Such loss, injury or destruction shall not release the bidder from any obligation under this bid.

3.12 INSURANCE AND WAGE REQUIREMENTS

- Bidder shall provide proof of Commercial General Liability Insurance, Commercial Automobile Insurance, Workers Compensation and Employers Liability Insurance with limits acceptable to CRT and name "Community Renewal Team, Inc. 555 Windsor Street, Hartford, CT 06120" as additional insured on the Certificate of Insurance.



- As a substitute for Workers Compensation Insurance, the Contractor may provide CRT with a “Certificate of Solvency” issued by Connecticut Workers' Compensation Commission for self-insurers.

3.13 EQUAL OPPORTUNITY - AFFIRMATIVE ACTION

CRT shall not enter into any contract for purchasing with any person, agency, or organization if it has knowledge that such person, agency, or organization discriminates against any applicant, employee, or service recipient on the basis of race, color, religion, national origin, sex, age, sexual orientation or disability; or any person, agency, or organization who fails to comply with all federal and state anti-discrimination laws.

3.14 CONFIDENTIAL INFORMATION

During the course of its contract with CRT, bidder may encounter confidential agency and/or client information. Bidder agrees, as a condition of this bid to save and protect any such confidential information, shall hold the same in confidence, shall not use the Confidential Information other than for the purposes of its business with CRT, and shall not disclose it to anyone without the specific prior written authorization of CRT.

3.15 LIQUIDATED DAMAGES

It is understood and agreed that if production is delayed that damages will be uncertain and difficult to ascertain, and it is agreed that the reasonable foreseeable value of such delays would be the sum of One Hundred and Fifty Dollars (\$150.00) per day for each day's delay in fully completing said project beyond the time specified in a subsequent written agreement, plus any written extensions of time allowed by CRT.



ATTACHMENT I
SCOPE & SPECIFICATIONS ALL SITES (if applicable)

Scope of Services

DAILY (5X WEEK)

- Trash removal
 - Empty trash cans daily and place in regular dumpster; clean around and under the floor area of the trash can, place containers in original location.
 - Trash cans – clean inside & exterior of trash can container.
 - Diaper pails – Empty daily; replace liners and sanitize.
- Carpeting
 - Carpeting/Rugs – vacuum thoroughly including edges, corners, and under furniture where possible.
- Hard Surface/Stairs
 - Hard Floors (VCT) – Dust mop or sweep, wet mop. Move water tables to clean under the table.
- Windows
 - Front door/entrance glass – clean both sides.
- Dusting/Detailing
 - Wipe down elevators – inside and outside cab (if applicable).
 - Sweep interior stairs (if applicable)
 - Drinking fountains/Sinks – Clean, sanitize & polish. Use bleach cleaner for cleaning caulking around sink edges. (where applicable)
- Kitchen Floors
 - Mop and sanitize on a daily basis; vacuum mats if applicable
- Break rooms
 - Vacuum carpets and/or sweep & mop floors
 - Sanitize countertops
- Bathrooms
 - Remove trash & wipe receptacle. Clean around and under the floor area where trash can is located.
 - Clean with a disinfect/sanitizer toilets, urinals (including exteriors), sinks, fixtures, counters, dispensers
 - Restock paper goods, soaps & hand sanitizers
 - Spot clean walls, partitions & doors.
 - Clean & polish mirrors
- Daily Closing
 - Lights, doors, utility closets and alarms



WEEKLY

- Bathroom partitions – Wash & sanitize
- Dust – all horizontal surfaces, including but not limited to: file cabinets, window sills, bookcases, chairs, tables, pictures, & other furnishings. Do not dust computers or electronics. Do not move anything from desks.
- Damp wipe any horizontal surface that is stained, such as coffee rings
- Spot clean doors, door frames, walls, light switches, and fire alarm pull station covers
- Wash stairs (if applicable)
- Trash cans- Clean with a disinfectant inside and outside of the can.

MONTHLY

- Dust – diffusers, air returns/vents, blinds, & baseboards
- Dust & spot clean interior windows to remove dust & fingerprints
- Stairs/Hard Surface – remove dirt/grime/cleaner buildup around edges and corners.

QUARTERLY

Classroom carpets (Childcare Sites only) – cleaned and sanitized; (Price should be built into regular monthly cleaning)

In addition, CRT ECE Management Staff will conduct morning walk-throughs of the sites (Early Child Care Sites Only) and complete a check list according to this agreement to provide feedback to the contractor staff on a daily basis. Monthly meetings will be scheduled with the Contractor and CRT Management Staff to discuss areas of concern and provide additional feedback.

CRT will provide paper supplies for each site; vendor is responsible for chemical products. The selected vendor(s) are responsible for providing Safety Data Sheet (SDS) Book of all chemicals used for each site. This book must be kept up to date and kept on site and accessible to the cleaning staff.



**ATTACHMENT II
 LOCATION INFORMATION**

Location	Approx. Square Footage	# of Classrooms	# of Offices	# of Bathrooms	Other (Break rooms, kitchens, conference rooms, cubicle areas, gross motor areas, etc.)
395 Wethersfield Ave, Hartford	10,000	N/A	17	4	7 (plus open areas with system furniture)
555 Windsor Street, 2 nd Floor Hartford (New site for this RFP)	15,000	6	3	3	2
170 Douglas Street, Hartford	12,000	7	4	8	3
100 William Shorty Blvd., Hartford	4,000	5	2	5	4
330 Market Street, Hartford	22,060	N/A	25	7	14 (plus open areas with system furniture)



**ATTACHMENT III
BID PRICING GRID**

Please complete the table below for the sites you are interested in providing services for, you do not have to bid on all sites.

Location	# of Staff Assigned to Location	# of Hours Staff at Location Nightly	Total Monthly Cost(\$) (including quarterly carpet cleaning for ECE sites)
395 Wethersfield Avenue, Hartford			
555 Windsor Street, 2 nd Floor, Hartford* *Note: cleaning to be done between 4pm – 8pm			
170 Douglas Street, Hartford*			
100 William Shorty Blvd, Hartford*			
330 Market Street, Hartford			
*Indicates Early Care & Education Site			



**ATTACHMENT IV
 BID FORM**

AUTHORIZATION AND EXECUTION OF BID

- I. The undersigned bidder, having fully informed themselves regarding the accuracy of the statements made herein, agrees to abide by the conditions set forth in the attached bid document, and certifies that:
 - a. The propose bid has been presented by the bidder independently and has been submitted without collusion and without any agreement, understanding, or planned common course of action designed to limit independent bidding or competition, with any other vendor of materials, supplies, equipment or services described in the invitation to bid.
 - b. The bidder has submitted this bid without collusion with CRT, any of its affiliated companies, or any employee thereof, and is unaware of any direct, personal pecuniary interest of any employee of CRT or any of its affiliated companies in the outcome of this bid.
 - c. The bidder has not communicated the contents of the bid to its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.
 - d. The bidder has not been debarred, suspended or excluded from any publicly-funded projects or programs.
 - e. The bidder has become familiar with and has agreed to comply with the terms and conditions of the specifications and all other contract documents and with all Federal, State and Local Laws, Ordinances or Regulations which in any manner relate to the furnishing of the equipment, material or services in accordance with the Contract.

2. The undersigned bidder further certifies that this statement is executed for the purpose of inducing the Community Renewal Team to consider the bid and make an award in accordance therewith.

3. Complete & Sign

Legal Name of Bidder	
Business Address	
Phone # & Email	
Print Name & Title of Authorized Agent	
Signature	



**ATTACHMENT V
REFERENCE FORM**

Reference #1:

Name of Company _____

Contact Name: _____

Address: _____

City/Town	State	Zip Code	Telephone
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Description of work/project/products completed for or sold to this customer:

Reference #2:

Name of Company _____

Contact Name: _____

Address: _____

City/Town	State	Zip Code	Telephone
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Description of work/project/products completed for or sold to this customer:

Reference #3:

Name of Company _____

Contact Name: _____

Address: _____

City/Town	State	Zip Code	Telephone
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Description of work/project/products completed for or sold to this customer:



**ATTACHMENT VI
MANDATORY WALK-THROUGH SCHEDULE**

Please email Jeanette Dunbar @ dunbarj@crtct.org no later than Friday September 24th^h – 2pm to confirm your attendance. Reference Cleaning Services Walk Through in the subject line. Masks are required and we will need to limit the number attending per company to two (2) people per contractor.

Walk-through schedule is as follows:

Monday, September 27, 2021 @ 7am 395 Wethersfield Avenue, Hartford

Tuesday, September 28, 2021 @ 7am 555 Windsor Street, 2nd Floor, Hartford (Enter via Daycare entrance on Pavilion Street – look for blue awning)

Thursday, September 30, 2021 @ 7am 100 William Shorty Blvd, Hartford

Thursday, September 30, 2021 @ 4:30pm 170 Douglas Street, Hartford

Monday, October 4, 2021 @ 7am 330 Market Street, Hartford

A sign in sheet will be available and all contractors must sign in. Walk-throughs are being done before and after the normal business hours to not interrupt business – please arrive on time.

~Please make sure to sign in~

